

## **Administrative Assistant 3 West Region Human Resources**

**\$2,598 - \$3,377 per month (Range 39) with Great Benefits!**

### **Agency Information**

The Department of Corrections is seeking one highly motivated and qualified individual to fill an Administrative Assistant 3 position for the Regional Human Resources Manager located in Seattle, Washington

**TO BE CONSIDERED FOR THIS RECRUITMENT, IN ADDITION, TO APPLYING DIRECTLY TO THIS RECRUITMENT, PLEASE SEND A RESUME, LETTER OF INTEREST, AND RESPOND TO THE SUPPLEMENTAL QUESTIONS LISTED UNDER THE "SPECIAL NOTES" SECTION OF THIS RECRUITMENT VIA EMAIL TO: CHARLES COOPER AT: CTCOOPER@DOC1.WA.GOV.**

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The mission of DOC is, "To improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs, Division and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **Duties**

May include but are not limited to:

This position performs administrative and support duties for the West Region Human Resources Manager, for the purpose of facilitating the Regional Human Resources Manager own work and relieving the HR Manager of day-to-day detail. Applies knowledge of HR Manager's work commitments including status of projects and nature of contacts.

Establishes and ensures adherence to administrative support procedures. Effectively schedules the Regional Human Resources Manager's time. Represents the Regional HR Manager's goals and interests. Provides interpretation or explanation of Human Resources Manager's policies or viewpoints. Serves as liaison between the Regional HR Manager and other staff members, transmitting assignments, and requesting status information. In the absence of the Human Resources Manager, directs work flow activities, ensuring critical issues are taken care of.

Assist in the coordination/development of work processes as assigned; creates and distributes appropriate reports to administrators, identifying critical areas of concern and or accomplishment. Timely completion of reports and other necessary documents. Prepare rough drafts and formalize documents and correspondence that may be of a confidential and sensitive nature. Prepares background information in preparation for Regional HR Manager's professional commitments; keeps the Regional HR Manager's calendar, effectively schedules Regional HR Manager's time and establishes priorities; makes travel arrangements; screens, prioritizes and distributes Manager's mail. Uses independent judgment to accomplish assignments or solve problems. Responsible for developing new work methods, procedures, or strategies or modifying existing work methods, procedures, and strategies to solve new or unusual problems. Plans and prioritizes work to meet internal and external deadlines.

Evaluates costs and/or approves purchases for expenditures such as equipment, supplies, and furniture; develops cost estimates for equipment needs, space renovations, and projects. Participates in budget preparation; develops budget estimates; monitors budget status and expenditures. Travel to other locations throughout the state and occasional overnight travel is required.

## Qualifications

Keyboarding or typing accurately at a net speed of 50 words per minute or faster.

### Knowledge and Abilities:

Knowledge of office procedures and practices; business management practices, research methods and data collections; communication and correspondence practices. Ability to work independently; read, understand, and interpret policies and procedures; develop written reports; work effectively with others; communicate effectively, both in writing and speech.

### DESIRABLE QUALIFICATIONS:

High school graduation or GED AND three years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work.

### OR

Formal education will substitute year-for-year for experience.

## Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

**\*PLEASE SEND A RESUME, LETTER OF INTEREST, AND RESPOND TO THE QUESTIONS LISTED BELOW VIA EMAIL TO: CHARLES COOPER AT CTCOOPER@DOC1.WA.GOV.**

### SUPPLEMENTAL QUESTIONS:

- 1. Describe your experience working with the following Microsoft applications: Word, Excel, Access, Outlook, Internet, PowerPoint and SharePoint.**
- 2. Describe your work experience where you were responsible for INDEPENDENTLY ORGANIZING, PLANNING, and PRIORITIZING your own workload?**
- 3. Describe your experience participating in drafting and reviewing policies (such as agency policies), or reviewing and ensuring compliance with policies and procedures?**
- 4. Describe your work experience participating in budget preparation, developing budget estimates and monitoring budget status and expenditures?**

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the [www.careers.wa.gov](http://www.careers.wa.gov) website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

All DOC facilities are smoke and/or tobacco free.

## Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; education benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information, please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The CORE Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

#### LOCAL AND JOB SPECIFIC COMPETENCIES:

- Technology
- Stress Tolerance
- Professional Standards
- Adaptability

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, call (509) 524-2401.

### How to Apply

#### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter \*20739\* and click on Start Search.
5. Click on the link Administrative Assistant 3 **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).